

SECRET

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100130006-3

14.02-65

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

SPECIAL SUPPORT ASSISTANT TO THE DDS.



*Superseded by
14-77 Aug '71*

SECRET

Records Control Schedule 14.02-65 for the Special
Support Assistant for the DDB is approved and authority
hereby given to implement the disposition instruction
contained herein.

PREPARED BY:

[Redacted]

Records Analyst

APPROVED:

[Redacted]

Chief, Records Administration
Staff

5 August 1965

Date

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RECORDS CONTROL RELEASE 2005/11/21 : CIA-RDP78-00487A000100130006-3

SCHEDULE NO.

CONCURRENCE

OFFICE, DIVISION, BRANCH

OFFICE OF SSA/DDS

TITLE

SSA-DDS

DATE

5 August 1965

ITEM NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

SUBJECT FILES

Correspondence, memos, reports, studies and dispatches which relate to the policies, agreements, planning, and coordination of support activities in the DDP components. Generally, the file contains copies of correspondence that were referred to or through the SSA for approval or concurrence. In most cases, the official file copies are maintained by the originating offices or the offices having primary responsibility for action, such as, Office of Finance or Office of Logistics, where more complete files are maintained. Files will be maintained by the Registry Unit of the DDS, except files having frequent daily activity will be maintained in close proximity to staff member charged with the responsibility for the function. Filed by subject according to Agency File Manual.

1952 to date.

a. Records which document policy or procedural aspects of the SSA function and those which may be deemed to be of historical value.

b. Correspondence and memos which are referred to the SSA for approval, concurrence or information. Typical subject files relate to but not necessarily limited to, fiscal matters, delegations and authorizations, communications, Liaison, Security, Logistics, Housing, Travel, Weapons, Vehicles and Others.

.2

Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for current reference.

7.0

Temporary. Destroy after 5 years. Cut off file at end of each calendar year; retain for two years then transfer to the Records Center.

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| 1 | SUBJECT FILES (continued) | | |
| | <p>c. Correspondence and files relating to administration of Staff personnel, ^{meetings,} leave records, staff duty, parking, blood program, fund raising campaigns and other routine administrative matters. Filed by subject title.</p> <p>d. Files relating to approving officers, claims, allowances, travel authorizations, logistical matters, income tax and procedures, and other files having frequent daily use. Filed by subject according to Agency File Manual.</p> <p>e. Top Secret Files maintained separately because of security classification.</p> | <p>1.0</p> <p>4.0</p> <p>.1</p> | <p>Temporary. Destroy when superseded or no longer needed.</p> <p>Temporary. Retain in current files area until no longer needed for frequent daily reference then transfer to Registry to be incorporated in lb.</p> <p>Dispose in accordance with disposition instruction for papers to which the documents relate.</p> |
| 2 | REPRESENTATION ALLOWANCES | | |
| | <p>Copies of authorizations for expenditures which are submitted by DDP components for approval. (O/Finance maintains the record copy for regular allowances). Files contain allowance schedules and, in the Special Representational group, copies of dispatches with stations quarterly report on expenditures. Filed by Station or base within each Divisional breakdown.</p> <p>a. Representation Allowances. (Current)</p> <p>b. Special Representation Allowances. (Funds are monitored by SSA. One copy returned to DDP component; Record copy retained by SSA.)</p> | <p>.5</p> <p>.5</p> | <p>Temporary. Retain current authority and one immediately preceding. Destroy as superseded.</p> <p>Permanent. Disposal not authorized at this time. Transfer to Records Center when no longer needed for current reference.</p> |
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| 2 | REPRESENTATION ALLOWANCES (continued) | .1 | Permanent. Retain in current files indefinitely. |
| | <p>c. Basic folder containing studies covering special allowances, and running record of quarterly expenditures for each year and copies of quarterly reports prepared for Executive Director Comptroller.</p> <p>(1957 to date)</p> | | |
| 3 | AUDIT REPORTS | 2.5 | Temporary. Retain current copy only. Destroy when latest report received. |
| | <p>Information copies of auditor's reports of findings at DDP Stations and Bases. Audits are performed by the Audit Staff where record copies are maintained. Filed by Station, Base or project.</p> <p>(Current)</p> | | |
| 4 | BOOK DISPATCHES | .3 | Permanent. Disposal not authorized. Set aside one copy of each dispatch in final form. Retain for two years then transfer to the Records Center. |
| | <p>Record copies of book dispatches on support matters for which the SSA has primary responsibility for preparation, coordination and release. Record of distribution available from DDP Publications Staff. Filed by dispatch number.</p> | | |
| 5 | CHRONO FILES | 1.0 | Temporary. Destroy after two years. Cut off at end of each calendar year; retain for two years then destroy. |
| | <p>Extra copies of all communications originated by members of the Staff. Includes daily summary of incoming Cables. Preparation of the Summary was discontinued in July 1965. Maintained for reference purposes. Filed chronologically.</p> | | |
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| 6 | REGULATIONS AND ISSUANCES Copies of all Agency Headquarters, <input type="checkbox"/> Regulations, Notices and Handbooks, as well as, copies of those of State Department or other agencies which are pertinent to functions performed by the SSA. Maintained for reference purposes. | 5.0 | Temporary. Destroy when superseded or obsolete. 25 |
| 7 | PERSONNEL FOLDERS (SOFT) Maintained for employees in the Office of SSA. Contain copies of personnel actions and other documents relating to personnel activities of the individual. | .2 | Temporary. If employee transfers within the Agency, transfer folder to gaining office, if desired, otherwise destroy. |
| 8 | RETURNEE/DEPARTEE REPORTS Weekly reports submitted by DDP components listing TDY or PCS personnel. Reports are reviewed and consolidated into an overall report. Copies are furnished to the DCI and agency components for possible briefing or debriefing purposes. | .4 | Temporary. Destroy after 6 months. |
| 9 | EMERGENCY RELOCATION FILES Copies of the roster, additions and deletions in emergency force for DDP area. Also contains copies of memos used for transmitting listings or materials to the Agency Emergency Planning Officer. Retained for ready reference. | .3 | Temporary. Destroy when roster is superseded. |
| 10 | REST AND RECUPERATION PROGRAM Files which accumulate in setting up Rest and Recuperation posts, reviews of the program, and in the assistance or approval of phases of the program that are delegated to the SSA. a. Basic material relating to the initiation of the Rest and Recuperation Program | .2 | Permanent. Disposal not authorized. Retain in current files until no longer needed for |

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| 10 | <p>REST AND RECUPERATION PROGRAM (continued)</p> <p>and memos which relate to the establishment or closing of (a) Rest and Recuperation point.</p> <p>b. Material accumulating through monthly reviews of post differentials and the annual review of the program. Filed by Area Division.</p> | <p>SECRET</p> <p>.5</p> | <p>current reference. Retire to the Records Center with Item 1a.</p> <p>Temporary. Incorporate with 1b when no longer of current or daily interest.</p> |
| 11 | <p>WORKING FILES</p> <p>These files are maintained by employees to facilitate daily work operations. They include duty rosters, telephone listings, copies of dispatches, "Black Books", drafts of proposals or issuances, information copies of memos and cables, preliminary reports and other papers held for reference purposes.</p> | <p>1.5</p> | <p>Temporary. Destroy as superseded or when no longer needed for current operations.</p> |
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